

SECRET

21 November 1963

MEMORANDUM FOR: CIA Requesters for Photo Intelligence Services

FROM : Chief, CIA/PID (NPIC)

SUBJECT : Procedures for Handling NPIC Requirements

1. The Executive Director, NPIC, recently distributed a memorandum designating specific NPIC components with the responsibility for handling of requirements for photo intelligence support and services. The responsibility for processing of requirements from CIA components has been assigned to the CIA Photo Intelligence Division.

2. The type services that may be requested include not only the photo analytic but also the preparation of briefing boards and viewgraphs and the reproduction and loan of holdings of NPIC photography and reports.

3. Requirements from all agency components will of course be handled through the normal requirements channels of their office. CIA/PID has a liaison requirements officer stationed with the DD/I Collection Guidance Staff, room 3F28, extension [redacted] This officer is available to assist all agency analysts in the preparation of requirements for photo intelligence support and services. In addition, the Requirements Section, PID Production Staff (Chief, [redacted]) may be contacted at any time on extension [redacted] room 3N414, [redacted]

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4. For the convenience of all headquarters analysts PID maintains a duty officer from 0800 to 1630 on Saturdays in room 3N414, [redacted] extension [redacted] For emergency service during other non-duty hours the following personnel may be contacted:

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ENCLOSURE:
Procedure for Handling NPIC Requirements

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GROUP 1
Excluded from automatic
downgrading and declassification